



RESOURCE AND PATIENT MANAGEMENT SYSTEM

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EHR for Reference Lab Optimization

Announcement and Agenda

December 3 – 6, 2013

Office of Information Technology (OIT)
Albuquerque, New Mexico &
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Department, Micmac Service Unit, Nimkee Memorial Wellness Center,
Cheyenne River Sioux Tribe, Walker River Health Center and Rocky Boy]

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1.0 General Information

1.1 Purpose of Optimization

This is a week long, hands on, e-learning course designed for Clinical Informaticist and Non-Laboratory Professionals that have gone live [or soon will go live] with Reference Lab. Participants will use the RPMS database at their own facilities for this e-learning course.

Participants will:

- Participants will learn to optimize RPMS EHR configuration related to the Reference Lab Utility.
- Upon completion of this course, participants will learn skills necessary to utilize RPMS, editing CPT codes for Laboratory Tests, populating Lab Taxonomies, creating Lab Data Objects, integrating Lab with EHR Orders [Quick Orders, Order Sets, Generic Orders and Order Menus]
- Accessioning Lab Tests, resulting Reference Lab Tests, and maintaining and troubleshooting the Reference Lab Interface.

Hands-on practice includes, but is not limited to:

- Basic RPMS skills, RPMS Tips and Tricks, Accessioning, Resulting and Tracking Lab Tests, CPT and Taxonomy Configuration, Reference Lab Maintenance and Troubleshooting, Reference Lab Work-flow.

The training consists of lecture with PowerPoint presentations, demonstration of the tool, and hands-on exercises using individual computer terminals and a simulated training database.

1.2 Prerequisites

Participants must have a background in the Resource Patient Management System Electronic Health Record (RPMS-EHR) healthcare documentation. Each participant must have access to a computer with internet connection and a separate telephone line to dial into the web conferencing number. Participants must have access to their facility's RPMS EHR system (roll and scroll, EHR GUI) as the Clinical Applications Coordinator (CAC) and Laboratory Information System Manager (LISM). Facilities will be able to work on their own systems during the training.

1.3 Intended Audience

This class will be oriented towards non-Laboratory professionals (i.e., other than Medical Laboratory Technicians [MLT] and Medical Laboratory Technologists [MT]) who are responsible for processing Laboratory Tests at their facilities and have Reference Lab Interface installed, or are nearly installed.

At the IHS xxxx FTP Site

- The following materials may be downloaded from the RPMS Training FTP site at
<ftp://ftp.ihs.gov/pubs/EHR/Training/Manuals/EHR%20for%20Reference%20Lab%20Optimization/>
- Course Agenda (this document)

1.3.1 At the IHS xxxx Website

- Document Title
(<http://www.ihs.gov/xxxx/subdirectory/namespace/docName.pdf>)
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If a web link fails to open the document, browse to:
http://www.ihs.gov/xxxx/index.cfm?module=Applications&option=View&AC_ID=0 and select the **applicationName(namespace)** option to locate the newest version.

2.0 Learning Objectives

1. Describe EHR Overview as it pertains to the laboratory in the patient life cycle.
2. Perform Basic RPMS Skills.
3. Locate and describe CPT codes.
4. Populate Taxonomies.
5. Build EHR TIU Data Objects.
6. Examine and edit Local Laboratory Site Parameters.
7. Examine and use the Point of Care Button (POC).
8. Build EHR Quick orders, Laboratory Menus, and Order Sets.
9. Perform CPOE using Generic Orders.
10. Order Laboratory Tests in the EHR.
11. Accession Laboratory Tests.
12. Track Laboratory Tests in the EHR.
13. Result Laboratory Tests.
14. Describe and process EHR Laboratory Notifications.
15. Generate Laboratory Reports.
16. Use the Reference Lab Interface.

3.0 Detailed Agenda – Central Time

3.1 Day 1

Day 1		
9:00	Welcome and Introductions OIT/USET/EHR Clinical Lab Consultants At the end of this session participants should be able to: <ul style="list-style-type: none"> Review the course agenda Navigate the Adobe sessions Review how to enroll in class Ensure Privacy and Security of Personal Health Information (PHI) 	
9:30	Overview of ThinkTank® (cont.) OIT/USET/EHR Clinical Lab Consultants At the end of this session participants should be able to: <ul style="list-style-type: none"> Identify Participant Needs and Expectations Utilize ThinkTank® for brainstorming and ideas 	
9:45	EHR Overview as it pertains to the Laboratory in the Patient Life Cycle OIT/USET/EHR Clinical Lab Consultants At the end of this session participants should be able to: <ul style="list-style-type: none"> Examine the Importance of Patient Registration. Order a Laboratory Tests using EHR to include Reference Lab Tests and POC. Process Reference Laboratory results and correcting POC results. Review Laboratory Clinical results in EHR including those on the Lab Tab, Health Summary and the Visit Summary Review the process for diagnosing, treating and discharging patients based upon completed Laboratory results. Define Roles and Responsibilities of the Non-Laboratorian RPMS-Lab Manager, coordinator, and end-user. Examine the interaction between the various users of the RPMS system in the management of Laboratory Data.	Day 1-1.1
10:15	Basic RPMS Skills Hands on Exercise OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> Execute basic RPMS functions. 	Day 1-1.2
10:45	Break	
11:00	Basic RPMS Skills Hands on Exercise (cont.)	Day 1-1.2
12:00	Lunch	
12:30	CPT Code Hands on Exercise OIT/USET/EHR Clinical Lab Consultants At the end of this session participants should be able to: <ul style="list-style-type: none"> View/Edit Lab CPT Codes in RPMS 	
1:30	Populating Taxonomies Hands on Exercise	Day 1-1.4

	OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none">• Populate taxonomies.• Describe the relationship of taxonomies in iCare, Diabetes Management System, and GPRA reporting.	
3:00	Break	
3:15	Day One Review OIT/USET/EHR Clinical Lab Consultants	
4:00	Adjourn <ul style="list-style-type: none">• Wrap-up	

3.2 Day 2

Day 2		
9:00	Morning Greeting <ul style="list-style-type: none"> Review previous day's activities 	
9:15	EHR TIU Data Objects OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> Define an object Compare & contrast the difference between TIU objects and VA Health Summary Objects Describe the type of objects that can be created using TIU objects Describe the type of objects that can be created using the VAHS objects Create Laboratory TIU Objects 	Day 2-2.1
9:45	TIU Data Objects Hands on Exercise	Day 2-2.2
10:45	Break	
11:00	EHR Laboratory Parameters: Local Site Terms Hands on Exercise OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> Identify Local Site Laboratory Terminology Edit Local Laboratory Site Terms 	
11:30	EHR Laboratory Parameters: Local Site Terms Hands on Exercise	
12:00	EHR POC Button Review OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> Differentiate between Laboratory vs. Nursing/Text Quick Orders. Order and result Laboratory Tests using the POC Button. Enter canned comments 	Day 2-2.5
12:30	Lunch	
1:00	EHR Quick Orders/Lab Order Menus/Order Sets OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> Become familiar with the steps used to create and modify Quick Orders Identify the various namespaces used to identify service category orders (e.g., LRZ-Laboratory, etc) Examine options to be completed when creating a Quick Order Review various menu models and select the Menu type that will be used at your facility 	Day 2-2.6
1:45	EHR Quick Orders/Lab Order Menus/Order Sets Hands on Exercise <ul style="list-style-type: none"> Create a Laboratory Quick Order Build a Laboratory Order Set Design a Laboratory Order Menu using the above 	Day 2-2.7
2:45	Break	
3:00	EHR Quick Orders/Lab Order Menus/Order Sets Hands on Exercise (cont.)	

4:00	Adjourn <ul style="list-style-type: none"> • Wrap-up 	
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3.3 Day 3

Day 3		
9:00	Morning Greeting <ul style="list-style-type: none"> • Review previous day's activities 	
9:15	Computer Provider Order Entry using Complex Text Orders (Generic Orders) OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> • Compare and contrast use of simple text quick orders versus complex text orders. • Articulate the applications of complex text orders and their advantages. • Create custom prompts to construct complex text orders to meet the specific needs of patients and providers. 	Day 3-3.0
10:30	Break	
10:45	EHR: Order Laboratory Tests Review and Hands on Exercise OIT/USET/EHR Clinical Lab Consultants <ul style="list-style-type: none"> • Describe options for "Nature of Order" (Written, verbal, telephone, policy, electronic) • Order Lab tests on Four Different Demo/Test Patients • Open Orders Tab and change view • Locate the order placed • Write down patient names and/or chart numbers, and order numbers for the next activity • View Lab Test Status 	Day 3-3.1
11:15	EHR: Accession Tests Review and Hands on Exercise OIT/USET/EHR Clinical Lab Consultants <ul style="list-style-type: none"> • Retrieve patients and orders numbers from previous activity • Accession orders and record the accession numbers for the next activity • View Lab Test Status • Print Labels and/or shipping manifest for Reference LIS 	Day 3-3.2
11:45	Result Lab Tests Review and Hands on Exercise OIT/USET/EHR Clinical Lab Consultants <ul style="list-style-type: none"> • Retrieve patients and accession numbers from previous activity • Result each accessioned test using EA, EM, and Canned Comments • View Lab Test Status 	Day 3-3.3
12:30	Lunch	
1:00	EHR Notifications Review and Hands on Exercise OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> • Identify the purpose of the Notifications function in the EHR • Examine various Notification activities that can be performed in the Notification Management Menu • Become familiar with the Notifications that a user may receive and how to set the various values associated with Notification parameters 	Day 3-3.30

2:00	EHR Laboratory Reports OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> • Compare and contrast Laboratory Reports within the EHR Lab tab and Reports tab. • Generate a Laboratory Interim Report. • Create a Laboratory Health Summary Report. • Display EHR Patient Visit. • Use EHR Lab tab: <ul style="list-style-type: none"> • Most recent. • Cumulative. • All tests by date. • Worksheet. • Graph. • Lab test Status. • Compile Laboratory Test Counts. 	Day 3-3.4
2:30	Class Activity: View Laboratory Reports on Test System OIT/USET/EHR Clinical Lab Consultants	
3:00	Break	
3:15	Tips and Tricks OIT/USET/EHR Clinical Lab Consultants <ul style="list-style-type: none"> • Review of File 60 • Suggested Small Lab Menu • Review of CPT Code File • Review LOINC Codes • Review Taxonomies 	
4:00	Adjourn <ul style="list-style-type: none"> • Wrap-up 	

3.4 Day 4

Day 4		
9:00	Morning Greeting <ul style="list-style-type: none"> • Review previous day's activities 	
9:15	Office Hours At the end of this session, participants should be able to: <ul style="list-style-type: none"> • Questions and Answers (Site Specific) 	
4:00	Adjourn <ul style="list-style-type: none"> • Wrap-up 	